

STURMINSTER MARSHALL PARISH COUNCIL

Minutes of the Meeting of the Full Council on Thursday 6th November 2025 at 7.30pm
at the Memorial Hall

Present: Chair Cllr S Cade, Cllr H Palmer, Cllr M Steel, Cllr L Seare, Cllr T Weaver

Also in attendance: Mrs A Clothier (Parish Clerk), Dorset Councillor W Chakawhata

1

APOLOGIES – MEMBERS OF THE COUNCIL.

Cllr D Jones, Cllr H Fookes, Cllr L Purtill and Cllr J Jackson gave their apologies, and these were accepted by the committee.

2

DECLARATIONS OF INTEREST

Cllr Steel declared an interest in 8 (c)

3

MEMBERS OF PUBLIC –

There were three members of the public present.

- A representative from the Memorial Hall Committee spoke regarding the proposal to install solar panels on the Hall roof at an estimated cost of £11,000, as part of the *Solar Together* project. The Hall Trustees currently do not have sufficient reserves to cover the cost and would therefore like to explore options for a grant or loan from the Parish Council to finance the project. A more detailed proposal will be brought forward in January 2026 following a meeting. The Hall will also require Parish Council approval for the installation, which appears later on the agenda. In response to a question, the representative confirmed that the Hall will also be investigating external grant funding opportunities.
- Several questions were raised concerning the Dorset Local Plan:
 - What was the value of preparing a Neighbourhood Plan if it could be overridden by the Local Plan? What was the total cost of producing the Neighbourhood Plan to the Parish Council, and could any of this be refunded? What is the Parish Council doing to canvas local opinion on the Local Plan proposals?
 - Concerns were expressed about the Local Plan's treatment of Green Belt and Grey Belt areas, and about affordability not being sufficiently addressed. A question was asked about the connection between industry realities and the Local Plan targets.
- A suggestion was made to consider adopting a budget consultation tool, similar to the one recently released by Dorset Council, to encourage greater public engagement in Parish Council financial decisions.

4

POLICE REPORT

It was commented that it was positive to see the Police attendance at the Parish Council meeting in October. Issues with poaching were reported.

5

MINUTES

The minutes of the Full Council Meeting held on 2nd October 2025 were approved as true record of the meeting.

6

MATTERS ARISING

A report from the Clerk which had been circulated and is attached to these minutes as **Appendix 1**.
Ongoing issues from the Clerks Report are:

	<ul style="list-style-type: none"> i. Memorial Hall Registration ii. EV Charge Point
7	<p><u>AMENITIES AND FACILITIES</u></p> <ul style="list-style-type: none"> i. Playground - Cllr Steel reported that three quotations had been received for the required play area works. Dorset Council had advised that less surfacing work was needed than originally anticipated. The quote from Dorset Council was £1,171, with additional works to the slide amounting to £439. This was the lowest quote received of the three. Cllr Palmer proposed that the quotation be accepted; this was seconded by Cllr Steel, and agreed unanimously. The emergency remedial works have now been completed by Sutcliffe Play. ii. Churchill Close Green – <ul style="list-style-type: none"> a. Electrical Box – Clerk to chase electrician for a date of works iii. Maypole – Mark Farwell Plant hire and contractor has been approached for a quote to install either the tree or electrical distribution pole. iv. Memorial Hall – the decedent of the original trustees is signing over to the new trustees. v. War Memorial – the work is complete, and the area looks neat and tidy for Remembrance Sunday. The cost of the bugler is £60. vi. To agree cutting back of hedge at Bus Stop, Station Road – works complete. vii. To discuss quote for repair of WI bench at Millmoor – this has been received at a cost of £275.40. All in agreement to accept this quote. viii. To discuss defibrillator request at Jubilee Cross – letter received from Lytchett Matravers WI asking for defibrillator to be located at Jubilee Cross. Cllr Fookes has spoken to Lytchett Motors and they are willing to host the defibrillator. The British Heart Foundation also run a grant scheme for free defibrillators. Action: Clerk to ask WI representative if they would be willing to look after the defibrillator. Action: Clerk to apply to BHF for a free defibrillator ix. Asset Transfer – The CAT request for Charborough Way Green is now logged with Dorset Council and is being progressed. Need to consider legal representation and the cost of ongoing maintenance.
8	<p><u>ENVIRONMENT</u></p> <ul style="list-style-type: none"> i. Climate Change Action Plan – <ul style="list-style-type: none"> a) a) To approve signing of the updated deed for the EV Charge Point – A new contract has been received which transfers over the electricity supply and operation of the charge points to JoJu. This was agreed and signed. b) "Grow at Home" Scheme Deferred to Spring c) To approve installation of solar panels on the Memorial Hall roof - this was approved with all in agreement.
9	<p><u>TRAFFIC & TRANSPORT</u></p> <ul style="list-style-type: none"> i. A31 / A350 and Related Matters – Dullar Lane road closure – 10th -21st November ii. 20mph Speed Limit Application – the survey will be released in November. This will be put on social media, posters, website, Parish Magazine, Wimborne magazine and school parent mail. iii. Jubilee Cross / Wimborne Road – no feedback from Dorset Council
10	<p><u>REPORTS</u></p> <p>To receive reports from representatives of the following:</p> <ul style="list-style-type: none"> i Alms House Charity –the roofing work is now being completed. ii Memorial Hall – Report circulated in advance of the meeting. Trustees meeting on 9th

	<p>October. Plans are being made for an Open Day in Spring and potential fundraising activities, including an <i>Open Gardens</i> event. Hall hire charges will be increased. Two ArtsReach events are scheduled to take place shortly. An update on the Youth Club will be provided at a later date.</p> <p>iii DAPTC – A Devolution Meeting was held on 30th October, attended by the Clerk and Cllr Cade. The Chief Executive of Dorset Council and Cllr Nick Ireland were present. It was noted that the precepts of town councils which have gone through the devolution process have increased significantly. Governance arrangements are also being reviewed, including the number of councillors for towns and parishes and boundary changes. This consultation will need to be publicised locally.</p> <p>iv. Flood Wardens – nothing to report</p> <p>v. School – no report</p> <p>iv. Speedwatch – no report</p> <p>vii Dorset Councillor – It was reported that Highways have been asked to investigate flooding issues at King Street and Balls Lane. Devolution is being driven primarily by financial pressures. Cllr Chakawhata continues to maintain a good relationship with Dorset Police.</p>
11	<p><u>FINANCE</u></p> <p>i. Accounts for payment. To receive invoices and approve payments as per Schedule of payments. See Appendix 3. It was RESOLVED to APPROVE the payments with all in agreement.</p> <p>ii. To receive the monthly bank reconciliation – The monthly bank reconciliation, budget report was received, noted, and agreed.</p> <p>iii. To note CIL income – It was noted that Community Infrastructure Levy (CIL) income of £2,385.16 had been received.</p> <p>iv. To approve the transfer of £25,000 to CCLA – It was outlined that the CCLA Public Sector Deposit Fund is not a share-based equity fund, but a money market / short-term deposit-style fund designed to preserve capital while generating income. The transfer of £25,000 to the fund was agreed.</p> <p>v. To approve payment for the Remembrance Day bugler - it was agreed unanimously to pay £60 for the Remembrance Day bugler.</p> <p>vi. To consider any items for the 2026/27 budget discussions – The following items were identified for consideration in the forthcoming 2026/27 budget discussions:</p> <ul style="list-style-type: none"> - Solar panels for the Memorial Hall. - Charborough Way maintenance and Legal Costs <p>The newsletter will feature an article asking people to put forwards ideas.</p>
12	<p><u>BRONZE AWARD</u></p> <p>i. To agree application for Parish Council Bronze Award at a cost of £130. It was recommended that the Council pursue the NALC Local Council Award Scheme – Bronze Level. Achieving this award will demonstrate that the Council operates to nationally recognised standards of governance, transparency, and accountability. It will provide assurance to residents, partners, and funders that the Parish Council are legally compliant, well-managed, and committed to best practice. The process will also help review and update key policies, strengthen administration, and prepare the Council for future growth. Completing the Bronze Award is a practical step to enhance public confidence and support funding applications. The Parish Council confirmed that all the required documents, information and conditions are in place for the Bronze award, and that these are published on the council’s website, where applicable</p> <p>The application was proposed by Cllr Palmer and seconded by Cllr Seare with all in agreement.</p>
13	<p><u>POLICIES</u></p> <p>i. To adopt the Parish Council IT Policy – this was adopted</p>

	<p>ii. To update the Child Protection Policy – this was adopted. It was noted that the DSL is the Clerk</p> <p>iii. To update the Accessibility Statement – The Accessibility Statement has been checked by the website provider and confirmed to be still appropriate. Vision ICT have recommended the purchase of the MOT package at a cost of £145, and an annual SSL certificate at £50 per year to ensure website security and compliance. It was agreed unanimously to take this measure to improve website accessibility and security.</p>
14	<p><u>CORRESPONDENCE</u></p> <ul style="list-style-type: none"> • Churchill Close wooden Garages – A letter was received from the local MP regarding the ownership of the wooden garages. The Council has responded to this correspondence. • Corfe Mullen – Carol Service – Cllr Cade and Cllr Steel to attend. • Age Friendly Dorset questionnaires – circulated
15	<p><u>PARISH MATTERS</u></p> <ul style="list-style-type: none"> • Brambles on the corner of Churchill Close to be reported to Highways. <p><u>The Parish Council meeting was suspended at 20.30pm whilst the Planning Committee took place. See minutes 6th November 2025 for details.</u></p> <p><u>The Parish meeting re-convened at 21.39pm</u></p>
16	<p><u>DATE AND TIME OF NEXT MEETING</u> – Thursday 4th December 2025 at 7.30pm</p> <p>There being no other business the meeting closed at 20.51</p> <p>Signed _____ Chairman 4th December 2025</p>

Appendix 1

Clerks Report 06.11.25

Minute Number	Topic	Action	Progress
18 th July 2024 Minute 8 (ii)	EV Charge Point	Progress EV Charge Point near Air Ambulance Recycling	A new contract has been received which transfers over the electricity supply and operation of the charge points to JoJu.
9 th January Minute 8 (iv)	Environment	Clerk to query Mapperton Ditch with Community Highways Officer	This is on the highways works list of jobs
9 th January Minute 9 (ii)	Traffic and Transport	Speed on Mill Lane	This is on the highways works list of jobs
5 th June Minute 7	Amenities	Memorial Hall Registration	All progressing – the decedent of the original trustees is signing over to the new trustees. Meeting held with Memorial Hall Chair to discuss process.
17 th July Minute 7	Amenities and Facilities	Electrical box	Local electrical contractor has been asked to complete the works as per the specification.
17 th July Minute 7	Amenities and Facilities	Clerk to ask SSE whether they can assist with delivery and installation of Maypole	SSE have replied to say that they can source and deliver the right size of pole however they cannot install the pole. Tree works contractor approached but cannot help. Fencing contractor approached and will quote for work.
17 th July Minute 7	Traffic and Transport	To move forwards with 20mph application including online consultation	Survey circulated and advert prepared - on main agenda.
4 th September Minute 8	Playground	Clerk to obtain a quote for the playground repairs	List of repairs sent to playground contractor. Three quotes being sought for surfacing works due to amount.
4 th September Minute 8	Asset Transfer	Clerk to contact Dorset Council about the transfer of Charborough Way Green	The CAT request for Charborough Way Green is now logged with Dorset Council and is being progressed.
4 th September	Investment	Clerk to open account	The account is open. A subscription

Minute 12	Strategy	with CCLA	form to be completed to transfer money to the account – see main Agenda.
2 nd October Minute 8	Millmoor Bench	Clerk to obtain quote to repair bench	Quote received and on main agenda.
2 nd October Minute 8	Jubilee Cross Defibrillator	Clerk to investigate grant funding towards a defibrillator at Jubilee Cross, obtain contact details, and approach Lytchett Motors and Forest Hill Care Home regarding possible support.	<p>Cllr Fookes has spoken to Lytchett Motors and they are willing to host the defibrillator.</p> <p>London Hearts are advertising a grant funded defibrillator and cabinet for £950 exc VAT. Ongoing maintenance needs to be resolved.</p> <p>The British Heart Foundation also run a grant scheme for free defibrillators.</p>
2 nd October Minute 11	School	Clerk to establish how to link with the Governing Body	This has been put on the agenda for the next School Governors Meeting.
Other		<p>Design Code Meeting</p> <p>Overgrown Hedges – High Street</p> <p>Response to Vikki Slade MP re garages at Churchill Close</p> <p>Memorial Hall filing</p> <p>Coping Stone reported at White Mill</p>	<p>Cllr Cade, Cllr Fookes and Clerk met with Dorset Council and consultants to speak about design codes and a tour of the village area.</p> <p>Overgrown hedge on High Street reported – now cut back</p> <p>Letter received from MP regarding actions taken on the garages – response sent</p> <p>Weeding of files in cabinets progressing.</p> <p>Incorrect coping stone reported – Dorset Council to action</p>

Training Completed

Budget Setting

Canva

Assertion 10

Cllr Palmer – Finance for Cllrs

Cllr Weaver – New Cllrs Course

Cllr Cade and Clerk – Devolution Conference

Schedule of Payments	October payments ratified November					
Payments made						
Payee	Details	Gross	VAT	Net	Chq No.	Invoice number
Vodafone	October Phone Bill	£30.00	£5.00	£25.00	Direct Debit	
Alison Clothier	October Salary	£1,300.24	£0.00	£1,300.24	Standing Order	
		£1,330.24	£5.00	£1,325.24		
Payments to be made						
Payee	Details	Gross	VAT	Net	Chq No.	Invoice number
Alison Clothier	October expenses - mileage and Zoom subscription	£73.27	£2.80	£70.47	Transfer	
Dorset County Pension Fund	Clerks Pension for October	£392.70	£0.00	£392.70	Transfer	
HMRC	National Insurance and Income Tax October	£281.87	£0.00	£281.87	Transfer	
Dorset Planning Consultant	Assistance in responded to Local Plan consultation	£1,749.00	£291.50	£1,457.50	Transfer	1231
Greenscape Countryside Ltd	Grass/Hedge Cutting and works to War Memorial	£1,018.00	£0.00	£1,018.00	Transfer	588
Stephen Purtil	Web site Hosting (village history)	£64.73	£0.00	£64.73	Transfer	3
Simon Jackson	Extra Cut of Verges	£598.69	£99.78	£498.91	Transfer	14266
SMMH	Rent of Rooms	£42.75	£0.00	£42.75	Transfer	SMMH5088
		£4,221.01	£394.08	£3,826.93		

Sturminster Marshall Parish Council

Prepared by: _____ Date: _____
Name and Role (Clerk/RFO etc)

Approved by: _____ Date: _____
Name and Role (RFO/Chair of Finance etc)

A	Bank Reconciliation at 31/10/2025		
	Cash in Hand 01/04/2025		94,772.03
	ADD Receipts 01/04/2025 - 31/10/2025		101,163.52
	SUBTRACT Payments 01/04/2025 - 31/10/2025		195,935.55
			56,030.99
	Cash in Hand 31/10/2025 (per Cash Book)		139,904.56
B	Cash in hand per Bank Statements		
	Petty Cash 31/10/2025	0.00	
	Natwest - Current Account 31/10/2025	0.00	
	Natwest - Business Reserve 31/10/2025	0.00	
	Barclays Current 31/10/2025	73,367.93	
	Barclays Savings 31/10/2025	70,714.89	
			144,082.82
	Less unrepresented payments		4,178.26
			139,904.56
	Plus unrepresented receipts		
	Adjusted Bank Balance		139,904.56
	A = B Checks out OK		